

ASLD Requirements for Education Centers

- Tax id Number
- Mission Statement
- A Governing/Advisory Board under the direction and/or control of the sponsoring NRCD or NRCDs that is responsible for setting policy and procedures and that is the final authority on education center matters.

RECOMMENDED

- 501c3 Non profit status
- Articles of Association
- Personnel policy, job description and contract for director

Required Reporting to the State Land Department:

- Meeting agenda. Must be posted in a public area and a copy sent to the Land Department 24 hours before every meeting.
- Monthly or Quarterly reports/meeting minutes depending on when the education center board meets. It is required that education center boards meet at least once every 90 days. The minutes must be received within 72 hours after the meeting was held. A signed and approved copy of the minutes should be sent to the Land Department after they are approved at the following meeting.
- Annual Report including the standard Report Cover Page (attached) and a Financial Statement due July 20 each year.
- Application for Education Center Funds and Plan of Work due June 20 each year.
- Meeting location notice is due once, unless it changes.

In order to obtain License Plate Funding, education centers must:

- foster practical, hands-on learning experiences..., encourage critical thinking, demonstrate the need for individual stewardship, and demonstrate urban and rural interdependence
- provide balanced environmental programs -
providing courses or programs to the general public in a formal setting on the relationship

of humans to their artificial and natural surroundings and includes the relationship of population, pollution, resource allocation, conservation, transportation, technology and resource production to the environment

- be based on current scientific information -
either updated in the last five years or that has not been shown to be out of date
- include discussions of economic and social implications